



**Oxon
Weekend
Walkers**

Oxon Weekend Walkers

Committee meeting 5 August 2024

Via Zoom

Minutes

1. Apologies

- Apologies were received from Social, Publicity, Treasurer and WOP 1.

2. Minutes from last meeting

- Minutes from the meeting of 28 April 2024 were agreed as accurate.

3. Matters arising - to be discussed at relevant agenda item

4. Chair

- Chair has provisionally booked another navigation course with [Angelina Mountain Leader](#) on 21 September (rescheduled from July) following positive feedback from participants of the course offered in April. It was agreed the booking should be confirmed and the course leader paid even though the course is not full. Chair will advertise again in next message to group members.
- OWW weekend away to Dunster covered below.
- A generic risk assessment form is now in use and available on the website. This covers the risks OWW is most likely to encounter on walks in this area. Walk leaders are making good use of this. The form can be amended to include additional risks. At the last meeting, committee agreed it would be useful to have a generic disclaimer at the top of the website about illness/ICE and wearing suitable clothing and footwear for the conditions. Chair still to write and add this. Where walkers turn up with unsuitable footwear, Chair suggests walk leaders speak to them discreetly before walk starts but advise more loudly in front of other walkers if they choose to ignore.
- Chair attended the area picnic in June. The format of offering several different walks of varying lengths worked well. OWW hosts the picnic in 2025 and could adopt similar format.
- Chair noted that Assemble had not been working but this might have been intentional as there had been a consultation which finished at the end of July.
- Most regular walkers with the group have now been given a keyring on which to provide ICE information and have attached it to their rucksack. Chair noted that visitors should be given one of the pre-printed short forms to gather ICE information. Membership Secretary and Chair should carry these forms and committee members/walk leaders are asked to remind them if they forget to hand out.

5. Walks

- Since the previous meeting there have been 13 Sunday walks. The longest was 13 miles and the shortest 9 miles. The average was 10.6 miles. The largest group was 25 and the smallest 8. The average was 18.

- There have also been four Friday evening walks and one Saturday 14-mile walk which included several pub stops.
- One of the Sunday walks and one of the Friday evening walks had no takers. This was thought to be down to a combination of factors, including some of the group being away. In future, where a walk leader plans to offer a walk when some of the group will be away, committee agreed it could be helpful to suggest that they keep their walk local. It was also suggested that whilst we continue not to need to advertise the Sunday walks on Facebook, it would be useful to advertise the Friday evening ones which are only offered on a few nights in the summer and are a good opportunity to attract new members who might not be sure about coming on a full day's walk. Publicity Secretary should continue to post on Facebook after walks, as usual.
- Thanks to Membership Secretary for leading her first walk – which was a great success.

6. Weekends away

- 23 members of the group are due to join the weekend away to the Elan Valley 9-11 August, kindly organised by Publicity Secretary.
- Following agreement at the last meeting, Chair has now made a provisional booking for the [Yarn Market Hotel in Dunster](#) for three nights, 16-19 May 2025. The cost is £345 per person which includes three dinners and three breakfasts. The hotel can accommodate up to 28 in single occupancy ensuite rooms or a shared room would be £285 per person. It was noted that we would not need to fill the hotel. Chair to send initial email about this to all members of the group.

7. Socials

- Membership Secretary offered Witney Music Festival as a social and three people attended. Unfortunately, the weather was wet which may have discouraged more from attending.
- Publicity Secretary offered both the Riverside Music Festival in Charlbury and a trip to the Mikron Theatre as socials. Both were well attended.
- Social Secretary offered a social in Witney at a music venue.

8. Membership

- There are currently 154 members of the group which is slightly down on the figures at the last meeting. There were 4 joiners and 6 leavers since last committee meeting in late April.
- It was noted that www.insight.ramblers.org.uk is the site for accessing the membership, volunteering and walking dashboards (for those committee roles requiring access to these).

9. Committee (meetings)

- Chair noted this meeting had originally been planned as an in-person meeting after a Sunday walk, but it was changed to Zoom due to difficulty finding a date when sufficient committee members could attend. Nevertheless, the general plan will still be to do in-person post-walk meetings in the summer months (April/August) but to use Zoom for the two meetings in colder months (October/January).
- Chair suggested we hold meetings a week after Area meeting each time. Area Secretary to check on dates of next Area meetings.

10. Finance

- Chair has spent £100 on the deposit for the weekend away in Dunster plus the cost of ICE keyrings and will claim back.
- The cost of the navigation course is £150. It was agreed that group funds could cover part of the cost if not all spaces are filled.

Treasurer unable to attend meeting but provided following information:

- Still waiting for former treasurer to sign forms which will enable Chair to become a signatory on the bank account.
- Current balance is £557.37. An additional £20 added since last meeting due to a donation from Ramblers holidays.
- Additional phone authentication is now required when logging into the bank account.
- The group's allocation for the coming year will be £1.06 per member. This is paid in 2 instalments during the year.
- Group Funding Budgetary Analysis document showed numbers of members in the local Oxfordshire groups. OWW's membership is somewhere in the middle.
- The following classifications of expenses might be useful when deciding how to spend funds:

Heading	Example items (not exhaustive)
Walk programmes	Printing and distribution of walk programmes
Walks related	Maps, first aid kits, walk leader expenses (where claimed)
Walk leader training	Cost of training walk leaders
Publicity/newsletters	Promotion events, website costs, newsletters
Publication/goods costs	Cost of producing a publication or acquiring goods for sale
Campaigns/casework	Expenditure related to footpaths, access, countryside protection
Practical work	Physical work on stiles, gates, surfaces and vegetation etc. (Path
Maintenance)	
Fundraising costs	Costs incurred in raising income (e.g. printing raffle tickets)
Meetings (inc. AGM)	Any general meeting costs. Production and distribution of the annual report. Independent examiner expenses.
Admin	Any general postage, stationery, printing etc. Any committee member expenses.
Don't Lose Your Way	Travel, admin, recruitment, room hire and land registry costs that are directly related to DLYW.

11. Web

- Chair made a final attempt to contact the previous Webmaster who is still paying a direct debit for the phone transfer service but has not claimed for the cost and has not replied to emails. Chair will not chase further. Committee will address the situation when a problem occurs – e.g. needing to buy a new phone or investigating phone transfer systems to use if the contract expires and cannot be renewed.

12. Publicity

Publicity Manager unable to attend meeting but provided following information:

- Asked whether to continue policy of not advertising future walks on Facebook. It was agreed yes, except for any summer evening walks (see 'Walks' above).
- No other issues with publicity.

13. Ramblers guidance/policies

- No items discussed here.

14. Area

- The Area Picnic was considered a big success. Several walks of differing lengths and gradings were offered and this worked well, to cater for all abilities.
- Where there is a shortage of leaders in a group, it was suggested to ask someone to lead a walk that has already been devised.

- Funds are healthy and Area is looking for projects.
- First aid course will be in Steventon but date not yet confirmed.
- Re Blenheim solar farm, Ramblers doesn't have the capacity to campaign but there was a question whether Area funds could be used.
- Re new reservoir, Richard Birch will attend one of the exhibitions
- There were no updates on improvements/changes to the handbook
- Assemble is no longer being used.
- Ramblers currently working on a Safeguarding policy. Somebody in Area will act as focal point. It is expected that all volunteers will have to undertake mandatory training as part of induction. It was also noted that there is already a form on the Ramblers website where concerns can be reported, and of course serious concerns can also be reported to the police.
- Richard Birch the Area Chair is standing down in Jan 2025
- Pam mentioned the threat of ticks. We decided to invest in tick removal tweezers NC
- will investigate and buy to hand out to walk leaders and committee

15. AOB

- Membership Secretary moving to Australia for work so a new Membership Secretary will be needed.
- In tick season, the threat of ticks should be mentioned in the walk leaders briefing at start of walk. Tick removal cards and/or tweezers could be purchased from OWW funds and distributed to committee members and walk leaders – though they should not be responsible for removing them.
- Area Secretary asked where to find a description of roles. For future reference, this was found in the Documents Library.
- Next meeting date to be confirmed when Area Secretary has checked dates of Area meeting.
- AGM will be in November.